

MMA Charter Small Group Discussion Instructions

This break out session is 1-1/2 hours

Facilitator Instructions:

1. **Your review of the charter questions: 10 minutes**

- Find & hand out the MnCHOICES Mentor Alliance Feedback discussion on your table.
- Instruct your table - *DO NOT put your name on your form.*
- We will be collecting the Self Evaluation Forms after this session.

2. **Group Discussion: 40 minutes**

- a. Choose Timekeeper, Recorder, Reporter and Facilitator. Individuals can fill more than one role.
 - **Facilitator:** The role of the facilitator is to read the question and facilitate the conversation as needed.
 - **Timekeeper:** The role of the timekeeper is to ensure your table has an opportunity to discuss all the questions. We have dedicated 45 minutes for this discussion, about 15 minutes per question.
 - **Recorder:** The role of the recorder is to keep notes on your group's discussion. Your group will share three key discussion points per question listed below. Write these on the post it note provided.
 - **Reporter:** The reporter provides a 1-1/2 minute report back to the large group at the end of the discussion. Bring the post note with your group's information to share when prompted. Also collect and bring the self-evaluation forms to the front.
- b. **Facilitator** - "Our discussion for this session is to **reflect** on the MnCHOICES Mentor Alliance Charter and provide feedback based on the questions.
- c. **From the Reflection Discussion above, use the Poster Notes & Markers as follows:**
 - Recorder will document the major "Aahas" from this discussion
 - Reporter will share the top three "Aahas" with large group
 - The Post-It Flip Chart paper will be turned into the MMA facilitator

Reporting Time: Each group will have 1.5 minutes to report back their top three "Aahas".

MnCHOICES Mentor Alliance Charter Feedback Discussion

Authority:

The Mentors Alliance is a professional body of individuals who have practical day-to-day knowledge about MnCHOICES. Their input is valuable and important and they may provide recommendations as they determine appropriate. Division directors at DHS make final decisions. The MMA does have some decision-making authority regarding its own structure, purpose, roles, timeline, expected outcomes and membership.

In your small group review these sections of the MMA charter, discuss the question asked and collect your groups feedback to share with the large group.

1. Read the [Background and Purpose statements of the charter](#)

- a. **“Background:** Mentors play a key role as we maintain operations of the MnCHOICES Assessment and prepare to launch the MnCHOICES Support Plan. Mentors are considered to be the MnCHOICES expert within each lead and delegate agency and the communication liaison between their agency and DHS. Mentors need a vehicle that allows them to continue to grow in their knowledge about MnCHOICES, build relationships with other Mentors throughout the state and have direct access to members of the DHS MnCHOICES Project Team. The MnCHOICES Mentors Alliance provides a vehicle to accomplish this.
- b. **Purpose:** Through regular contact with Mentors we plan to:
 - Share current updates and future plans
 - Provide ongoing training and support for Mentors
 - Develop strong working relationship between MnCHOICES Mentors and DHS
 - Offer a direct line of communication between Mentors and DHS
 - Identify best practices and practical strategies to support Mentors with the implementation and ongoing use of MnCHOICES
 - Promote a train the trainer approach to nurture successful users

[Describe why you attend MMA meetings and what you need from MnCHOICES Mentor Alliance meetings.](#)

[Suggest any revisions you would make in the purpose statement keeping in mind that the DHS MnCHOICES Project Team will be maintaining Assessment 1.0 and the Support Plan while developing Assessment 2.0.](#)

2. [Frequency, Location and Types of Meetings \(in the Structure and Timeline sections of the charter\)](#)

- The group will help decide the frequency, location and types of meetings within the resources available within DHS
- The Alliance will meet in a designated location on a scheduled basis as decided by the Alliance but no less than once per year
- We anticipate the Alliance will meet approximately two weeks prior to each version release of MnCHOICES which occurs quarterly

[How often would you schedule the MnCHOICES Mentor meetings?](#)

- a. Quarterly
- b. Twice a year
- c. Other

How would you like to participate in Mentor meeting(s)?

- d. Always in person
- e. A mix of in-person and webinar
- f. Webinar only
- g. Other

How important is it that a MMA meeting is near a computer application release?

- Critical
- Important
- Nice to have
- Not Important

3. Roles: Are there any revisions you would make to these mentor roles as stated in the current charter?

Mentors are identified by each lead and delegate agency. **Mentors**

- Prepare for and participate in scheduled meetings.
- Collect, analyze and share information about their agency's operation.
- Share their personal successful strategies with other members that will help improve the efficiency and skill of users.
- Contribute to promoting consistency across agencies statewide.
- Alert DHS on training and technical assistance needs of mentors and users.
- Recommend agenda items for meetings.
- Communicate between their agency and DHS.

4. Review the "Expected Outcomes" noted in the charter:

We expect members will:

- Build strong working relationships with their colleagues, the MnCHOICES Project Team and other DHS staff
- Expand their knowledge about the purpose and use of MnCHOICES
- Mature in their role as a MnCHOICES Mentor
- Become proficient with common technical issues and troubleshooting techniques
- Confidently access and use MnCHOICES
- Understand how to train and orient users in their agencies
- Locate resources when they need them
- Promote the vision and values of MnCHOICES

Are there any outcomes you would remove?

What outcomes would you add and why?